

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Clerk Secretary</u>	CLASSIFICATION CODE: <u>02442200</u>
	SALARY RANGE: <u>A16 \$29403-32533</u>	REFERENCE POSITION NO.: <u>1230-10000-23</u>
	Department of Human Services/IFS _____	APPLICATION PERIOD: <u>1/4/07 - 1/10/07</u>
	<i>Division/Section/Unit</i> _____	GRACE PERIOD ENDS <u>1/16/2007</u>
	Assignment(s) / Comments <u>Must submit a typing proficiency of 40 net wpm for 5 minutes with application</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Louis Pasteur Bldg., Cranston</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>RIASSE Local 580</u>	
	There is * <u>is not</u> <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please refer to attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from a senior high school, including or supplemented by courses in typing, word processing and business practices; and employment in a responsible secretarial position including difficult or complex clerical duties and the independent handling of important but minor administrative details; or any substantially equivalent education and experience. Must submit a typing proficiency of 40 net wpm for 5 mins. with application	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann DeBonis Department of Human Services 600 New London Avenue Cranston, RI 02920	Telephone #: <u>401-462-2481</u> Fax #: <u>401-462-2041</u> TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Clerk Secretary

Duties/Responsibilities

The Clerk Secretary position would serve as administrative support for the Division of Individual and Family Support Services. The Division of Individual and Family Support Services is DHS's umbrella structure for policy, program development and implementation of all social services and work support programs. This position would handle important correspondence, set up meetings (including agenda), disseminate information by using the telephone, mail services, web sites and e-mail, take minutes at meetings, arrange conferences, keep statistics, create and review correspondence, produce and submit reports (state and federal), handle written and verbal inquiries, answer correspondence, prepare presentations and speeches, communicate with outside agency personnel, supervise clerical interns, order supplies, complete vouchers, monitor contract compliance issues, keep and arrange schedules, review documents for content and compliance, conduct research on the internet, and complete other related duties.